

Email Notification Policy

Information Resource Management Commission		IRMC Policy	Approval Date: March 5, 2002 Effective Date: March 5, 2002 Revisions:
Policy Area: Privacy	Title: E-mail Notification Policy		

Purpose: To disclose to users of electronic mail (“e-mail”) provided by agencies under the authority of the Information Resource Management Commission that their correspondence on the state information systems may be subject to monitoring and disclosure.

Scope: This policy applies to all public agencies, their agents or designees under authority of the Information Resource Management Commission. Use by local governments, LEAs, community colleges, constituent institutions of the University of North Carolina and other public agencies is encouraged to the extent allowed by general statutes. An agency may at its discretion develop a more restrictive version of this policy that is consistent with the agency’s mission.

PREFACE

E-mail transmitted on state information technology systems is subject to state and federal laws, including the Public Records law, record retention policies, and, if transmitted in clear text, is no more secure than a postcard.

POLICY STATEMENT

Agencies shall provide notice to account holders of state e-mail systems and recipients, as practical, of the state and federal rules affecting their use of the systems as well as whether their activities on state information technology systems may be monitored and disclosed to third parties. Agencies are encouraged to require users to include a statement of the agency’s policy in each e-mail.

GUIDELINES

Where appropriate, each electronic mail message sent by an account holder of an agency e-mail provider shall include a statement that the message and any response to the message received by the agency e-mail provider is being sent on a state e-mail system and may be subject to monitoring and disclosure to third parties, including law enforcement personnel.

NOTICE EXAMPLES

- I. All e-mail sent to or from North Carolina government e-mail systems is subject to monitoring and disclosure to third parties, including law enforcement personnel.
- II. E-mail correspondence to and from this sender may be subject to the North Carolina Public Records Law and may be disclosed to third parties.

Enforcement

The IRMC shall have authority to interpret and apply this policy. The IRMC may modify or amend this policy at any time. The IRMC shall provide notice of any such modifications or amendments. The IRMC shall be responsible for notifying agencies/subscribers of any modifications to this policy. Agencies will have 90 days from the date of notification of any policy addition, modification, or amendment to conform their individual policies with this policy.

Exceptions

All exceptions to this policy must be approved by the IRMC.